

Using Templates for C Reports

These automated forms have been created in Word 97. These templates are protected and their format cannot be changed.

The following are instructions on how to fill in the templates:

1. Pull up the form and resave to a different file name before beginning any work. This will avoid resaving over your template either by mistake or from automatic backup. You may fill in all information that is not variable (i.e. name, address, etc.) and save to customize your template.
2. There are four ways to move the cursor:
 - Tab key - this will move the cursor from one field to the next
 - Enter key - this will move the cursor from one field to the next
 - Left or Right Arrow keys - these will move the cursor backwards or forwards through the fields
 - Mouse - you can click in any field
3. There are three types of fields:
 - Text field - most common field used in these forms. Type in text, currency, dates, etc.
 - Check box - with cursor on field, hit the X key OR click on box with mouse
 - Drop down box - used when only certain options are available. Click on down arrow next to box and select entry
4. Enter dollar amount figures in currency fields and the field will automatically enter the comma, the decimal point and 00 cents in the #,###.## format. If you are entering cents, enter the dollar amount, decimal point and the cents figures. No dollar signs are necessary.
5. All date fields should be entered in **dd/mm/yyyy** format.
6. Some fields will wrap as you type; some fields do not. If there is more than one field, you will need to type to the end of the field and then tab to the next field to continue.
7. Look in the lower left hand corner of your screen for any help message associated with the field.
8. Some forms have additional Information Continuation sheets as attachments. If you do not need to use these pages and do not wish to print them out, simply select FILE, PRINT, and select "pages" under Page Range. Then enter the page numbers you wish to print (i.e. 1,2 or 1-3).
9. **ONLY send in Information Continuation pages if you have additional information on them.** Please do not send blank pages that do not show reportable expenses or other data. Please do not send in direction page.

If you need assistance with the automated aspects of filling out the forms, please call Ruthann Bryant at 360-586-0544. If you have other questions about reporting, please call a political finance specialist at 360-753-1111.